

**STATE DRIVING BUSINESSES LICENSURE BOARD**

**Bureau of Occupational Licenses**

**700 West State Street, P.O. Box 83720**

**Boise, ID 83720-0063**

**Board Meeting Minutes of 5/1/2014**

**BOARD MEMBERS PRESENT:** Sally K Phillips - Chair  
Michael Dillon  
Wayne Patrick Johnson

**BOARD MEMBERS ABSENT:** Jason Jerome  
Lon Arthur Pyper, Sr.

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, Legal Counsel  
Roger Hales, Naylor & Hales  
Nancy Lyles, Financial Technician  
Carrie Gilstrap, Technical Records Specialist II

**OTHERS PRESENT:** Audra Urie, Drivers Education Coordinator  
General Manning  
Jasmine Robertson  
Clint Arthur  
Travis Hinthorn  
Jared Haustveit

The meeting was called to order at 2:00 PM MDT by Sally K Phillips.

**APPROVAL OF MINUTES**

Mr. Dillon made a motion to approve the minutes of 11/4/2013. It was seconded by Mr. Johnson. Motion carried.

**BOARD MEMBER TRAINING**

General Manning gave a presentation on Board Member training.

**LEGISLATIVE REPORT**

Ms. Cory gave the legislative report.

**FINANCIAL REPORT**

Ms. Cory gave the financial report, which indicated that the Board has a negative cash balance of (\$17,119.77) as of 3/31/2014.

## **NEW BUSINESS**

### **TEMPORARY PROPOSED RULE**

Mr. Hales met with the Board and discussed the recent law change to I.C. 54-5406 Driving Instructors Requirement. The Board needs to draft temporary proposed rules to further define the changes made in the law.

Mr. Dillon made a motion to direct Mr. Hales to draft proposed rule changes for the Board's review. It was seconded by Mr. Johnson. Motion carried.

### **BOARD TRAVEL AND HONORARIUMS**

Ms. Lyles provided the new members with information regarding the state's travel policies and honorarium payments.

### **INVESTIGATIVE PROCESS**

Ms. Peel provided an overview to the Board regarding the Bureau's investigative process.

### **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

### **FOR BOARD DETERMINATION**

Mr. Dillon made a motion to approve the Bureau's recommendation and authorize closure with a warning letter in cases I-DRB-2013-5 and I-DRB-2013-6. It was seconded by Mr. Johnson. Motion carried.

Mr. Dillon made a motion to approve the Bureau's recommendation and authorize closure with a warning letter in cases I-DRB-2014-1 and I-DRB-2014-2. It was seconded by Mr. Johnson. Motion carried.

Mr. Dillon made a motion to approve the Bureau's recommendation and authorize closure in case I-DRB-2014-6 and I-DRB-2014-7. It was seconded by Mr. Johnson. Motion carried.

## **NEW BUSINESS**

### **APPLICATION**

Mr. Dillon made a motion to approve the following for a new private driving business license:

DBA-387 Dusti Rose Driving School LLC

It was seconded by Mr. Johnson. Motion carried.

### **PUBLIC COMMENT**

There were questions and answers pertaining to the investigative and licensure processes.

### **OLD BUSINESS**

### **TO DO LIST**

The Board reviewed its to do list. No actions were taken.

### **NEW BUSINESS**

### **CONTINUING EDUCATION AND MEDICAL CERTIFICATION AUDITS**

Mr. Dillon made a motion to annually audit 20% of licensed instructors for their CE and medical certifications. The motion died for lack of a second.

Mr. Dillon made a motion to annually audit 10% of licensed instructors for their CE and medical certifications. It was seconded by Mr. Johnson. Motion carried.

### **IDAHO DIGITAL LEARNING ACADEMY (IDLA) ~ ONLINE COURSE**

The Board discussed the on-line course provided by IDLA. The Board directed Ms. Gilstrap to contact them and request information from them for the Board to re-review.

**NEXT MEETING** was previously scheduled for May 23, 2014 at 2:00 PM.

### **ADJOURNMENT**

Mr. Dillon made a motion to adjourn the meeting at 4:43 PM. It was seconded by Mr. Johnson. Motion carried.

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Sally K Phillips, Chair

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Michael Dillon

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Jason Jerome

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Wayne Patrick Johnson

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Lon Arthur Pyper Sr.

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Tana Cory, Bureau Chief